

Hotel Cleaning Schedule



Front of House

Reception	Frequency	Time	M	T	W	T	F	S	S	Initials
Desks										
Chairs										
Computers										
Printers										
Telephones										
Payment terminals										
Till										
Keys										
Floor										
Empty Waste / replace bags										

Lounge / Waiting Area	Frequency	Time	M	T	W	T	F	S	S	Initials
Furniture										
Tables and chairs										
Floor										
Vending Machine										
TV remote control										
Lifts (incl. buttons)										
Floor										

Stair Ways /Corridors	Frequency	Time	M	T	W	T	F	S	S	Initials
Bannisters										
Doors										
Floors										

Week ending:

Checked by:

Back of House

Restaurant / Cafe / Bar / Shop	Frequency	Time	M	T	W	T	F	S	S	Initials
Counters										
Buffet Areas										
Chairs - Including underneath										
Tables - including underneath										
Tills										
Payment terminals										
Floor										
Empty Waste / replace bags										

Wash Room Facilities	Frequency	Time	M	T	W	T	F	S	S	Initials
Toilet										
Wash Basins (incl. taps)										
Soap Dispensers										
Dryers										
Floor										

Rooms	Frequency	Time	M	T	W	T	F	S	S	Initials
Bed frame										
Light Switches										
Desk										
Chairs										
TV remote control										
Wardrobes										
Wash Basins (incl. taps)										
Shower / Bath										
Toilet										
Floor										
Door										
Empty Waste / replace bag										

Offices	Frequency	Time	M	T	W	T	F	S	S	Initials
Computers										
Desks										
Chairs										
Telephones										
Doors										
Empty Waste / replace bags										

Kitchen	Frequency	Time	M	T	W	T	F	S	S	Initials
Equipment										
Surfaces										
Floor										
Door										
Empty Waste / replace bags										

Store Rooms	Frequency	Time	M	T	W	T	F	S	S	Initials
Shelving										
Floor										

Staff Restrooms	Frequency	Time	M	T	W	T	F	S	S	Initials
Tables										
Chairs										
Cupboards										
Microwave										
Floor										
Television										
Empty Waste / replace bags										

